

56th Maine Transportation Conference

"THE MAINE CHALLENGE: FUNDING OUR TRANSPORTATION FUTURE"

Sponsored by



Thursday, December 7, 2006, Augusta Civic Center

EXHIBIT TERMS AND INFORMATION

Location of Exhibits: The Conference will be held at the Augusta Civic Center. The exhibits will be on display in the Main Auditorium. The Planning Committee reserves the right to make such modifications and changes in booth assignments as may be necessary to adjust the floor plan at any time to meet the needs of the Exhibitors and Registrants. Booth locations will be assigned by date of receipt and payment based on a first-come, first-served basis. See exhibit area layout.

Booth Details and Associated Costs: Each booth consists of an 8' deep by 10' wide area divided by pipe and drape. The single booth includes one table with table cloth and drape, two chairs, and an electrical outlet. The double booth includes two tables, four chairs, and an electrical outlet. The cost for exhibitors will be \$375.00 for a single booth or \$600.00 for a double booth. Booth fee includes Day Only conference registration and lunch for one exhibitor, parking and other incidental items. Additional personnel beyond one individual must register for the conference at the applicable rate. Booth fee does not, however, include admittance to the buffet dinner. Audio visual equipment and telephone lines can be provided at an additional cost if requested in advance. Space can be arranged for larger displays with advance notification. Additional cost for an amount of space required beyond the area occupied by the single or double booth will be assessed on a case-by-case basis. **Bite size snacks only are allowed as food or beverage give-aways.**

Installation and Removal Time: **Exhibitors will install on Wednesday, December 6, 2006 between 3:00 P.M. and 8:00 P.M. or Thursday, December 7, 2006 (additional fee) between 6:00 A.M. and 7:00 A.M. All booths must be ready for viewing by 7:00 A.M.** Dismantling of exhibits may not begin before 4:00 P.M. All exhibits must be removed from the Exhibit Area by 10:00 P.M. on Thursday, December 7, 2006. Material not removed by this time will be removed and put in storage at the Exhibitor's expense. There is no space available for the storage of empty cartons, crates, etc.

Exhibit Hours: The schedule of activities in the Exhibit Area is as follows:

7:00 A.M. to 8:00 A.M.	Registration & Continental Breakfast
10:30 A.M. to 11:00 A.M.	Break, Viewing of Exhibits, & Refreshments
12:00 P.M. to 1:45 P.M.	Lunch
2:45 P.M. to 3:15 P.M.	Break, Viewing of Exhibits, & Refreshments

Exhibit Facility: The Exhibitor assumes responsibility and liability for losses, damages, and claims arriving out of injury or damage to the Exhibitor's displays, equipment, and other property brought upon the premises of the Augusta Civic Center. The Exhibitor shall indemnify and hold harmless the Augusta Civic Center and the sponsors of this event and their agents, servants, and employees from any and all such losses, damages, and claims.

There is not another agreement or warranty between the Exhibitor and the sponsors of this event except as set forth in this document.

Security and Insurance: The sponsors of this event will have personnel at the registration area and in the Civic Center Auditorium during hours when the Exhibit Area is open (December 7, 2006 7:00 A.M. to 4:00 P.M.) The Exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any causes whatsoever. All property of the Exhibitor is understood to remain in its care, custody, and control in transit to or from, or within, the confines of the facility.

Care of Building and Equipment: Exhibitors or Agents must not injure or deface the walls or floors of the building, the tables, the draperies, or the equipment of the booths. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. All materials used in the exhibits must be flameproof. Combustible material or explosives are not permitted in the Exhibit Hall. All electrical wiring included in the display must conform with electrical code safety rules and all applicable fire laws, electrical codes and other laws which are in effect in the Exhibit Area. The Exhibitor shall also comply with all reasonable requests of officials of the Augusta Civic Center with respect to the installation, conduct, and disassembly of its exhibit.

Cancellation of Event: In the event that it is necessary to cancel a portion of or all of the Transportation Conference and/or the exhibits due to any cause beyond the control of the sponsors of this event, including but not limited to damage to or destruction of the Conference and/or the Augusta Civic Center, labor strikes, or adverse weather conditions, the Exhibitor shall be reimbursed only for actual direct costs not incurred by the sponsors of this event.

Cancellation of Registration: In the event that an Exhibitor desires to cancel a reservation, a refund will only be granted if a replacement Exhibitor is found to fill the cancelled booth reservation. Cancellations must be received in writing by Wednesday, November 22, 2006.

Accommodations: A block of rooms has been reserved at the Holiday Inn Civic Center. Rates are \$71.00 single or double occupancy, for arrival on Wednesday, December 6, 2006 and departure on Thursday, December 7, 2006. All rates are subject to a state tax. Reservations must be received by Monday, November 27, 2006 to be eligible for the quoted rate. For room reservations, call the Holiday Inn Civic Center at (800)694-6404 or (207)622-4751. To receive the quoted rate, refer to the Maine Transportation Conference when making your reservations.

Other accommodations in Augusta include:

Comfort Inn Civic Center	(800)808-1188
Best Inn	(800)237-8466
Motel 6	(207)622-0000
Senator Inn	(207)622-5804
Super 8 Motel	(207)626-2888

